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Friday 12th September

Dear Parents and Carers of Year 6,

Please find an outline below of the application process for secondary schools:

Secondary School Applications

- Schools are holding their open events now and we encourage you to view a range of schools before completing the application form
- General information from Kent on the process can be found here: <https://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places#tab-1>
- Start applications here – www.kent.gov.uk/ola - you will need to set up an account and enter your details etc. – applications are made online. You can go in and out of the form before submitting.
- Application window is open now – deadline for applications is 31st October (please make sure you do press submit before this date).
- Find out about additional entry requirements for some schools (e.g. church affiliation) and also their over-subscription criteria (how schools decide on ranking for waiting list places etc.)

Kent Test Results

- These are due for parents on the 16th October
- At this point, the result of the test is final
- If your child has not been successful in the test, you must go through the process to obtain a high school place for your child and then appeal for a grammar school next March (see below!)

Naming schools on the application form

- The form allows you to name four choices of school
- If your child has not been successful in the Kent Test and you intend to appeal for a grammar school place in March, name three high schools with your fourth being the grammar you want to appeal for. This signposts your intention to appeal.
- Kent have asked me to make it clear that demand for grammar school places in Thanet can be high and so getting through the Kent Test will not always guarantee a place at a grammar school.
- I strongly recommend using all four of your choices on your form. If you name fewer, there is a risk of not obtaining a place at a school on your list and the Local Authority will then allocate you a place at a school where there is space. This may be a school that you do not want your child to attend.

How School Places are offered

- Schools apply their admission criteria to rank applicants
- Kent then offers a place by matching this ranking to school choices on your list
- If you do not rank highly enough for any of the schools on your list, Kent will allocate you a school place that is not on your list
- **This is why it is very important to use all of your choices**

‘One Childhood One Chance’

Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- National offer day is 2nd March – you will receive an email with a school offer after 4pm (and the offer will be sent by 1st class post)

What happens after 2nd March?

- Happy with the school offer? Accept the place by 16th March – schools will then be in touch
- Unhappy with the school offer? **Please still accept the place you have been given so that your child has a school to go to in September**
- Paperwork for appeals and waiting list requests will be sent by post with your school offer
- You can appeal for a school and also ask to be placed on a waiting list for a school
- Waiting list requests must be returned by 16th March. Schools will be in touch if they can offer a place (this can happen right up until the summer holidays).
- If you wish to make an appeal for a school place, these must be lodged by 27th March

Making an appeal

- This should be based on which school you believe to be the most suitable environment for your child
- This is a parental appeal – we can provide supporting letters
- Appeal evidence is reviewed by a panel
- Appeals are usually held in May / June with decisions made shortly afterwards (the time between March and June does mean it is a significant time to wait for a final decision)

In July 2026:

- Schools will hold transition days for new Year 7 children
- Staff may also visit children at Chilton

Please do get in touch with any queries or questions.

Yours Sincerely

Mr A McAuley

Head of School

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